

Environmental Protection Agency, Region 8
Indoor Environments Unit, Air and Radiation Program,
Office of Partnerships and Regulatory Assistance

**Notice of Request for Applications for Initial Proposals to be Funded From the
Indoor Air Quality Allocation (CFDA 66.034 - Air Quality Projects)**

All proposals must be mailed or delivered to the Environmental Protection Agency, Region 8 on or before June 4th, 2004.

Summary

The EPA is soliciting Initial Proposals for the following indoor air quality (IAQ) program areas: to implement EPA's IAQ Tools for Schools Program, to implement asthma education and awareness projects and to promote awareness of the dangers of environmental tobacco smoke (ETS).

Available Funds

EPA Region 8 plans to award approximately \$170,000 to fund a varied number of grants for the following types of projects and funding ranges:

Tools for Schools: Approximately \$100,000 in Federal funds is available for award.

Asthma: Approximately \$60,000 in Federal funds is available for award.

ETS: Approximately \$10,000 in Federal funds is available for award.

The number of awards will depend on individual proposal costs and the total amount of Federal funds available.

Should additional funding become available, Region 8 may award additional grant funds based on this solicitation and subsequent rankings, without further notice or competition.

Right to Reject all Proposals

The Agency reserves the right to reject all proposals and make no awards.

Proposal Contact Information and Due Date

Applicants must complete EPA Form SF-424, Application For Federal Assistance. This form may be obtained from the following website: www.epa.gov/ogd or by contacting:

Ron Schiller
Environmental Protection Agency, Region 8
Mail Code 8P-AR
999 18th Street, Suite 300
Denver, Colorado 80202-2466
email - schiller.ron@epa.gov
Fax number - (303) 312-6044
Phone number - (800) 227-8917 or (303) 312-6017

All proposals should be mailed or delivered to the above address. The EPA will consider all initial proposals which are received, hand delivered, postmarked or electronically delivered to the Region 8 Office, on or before 5 PM Mountain Time, June 4th, 2004. Initial Proposals received or postmarked after the due date will not be considered for funding.

Statutory Authority and Applicable Regulations

Air Quality grants are awarded under the authority of Section 103(b)(3) of the Clean Air Act and 42 USCA 7403.

Funding Opportunity Description/High Priority Areas for Consideration

Grants under the Clean Air Act, Section 103(b)(3) may only be used to conduct and promote the coordination and acceleration of education, research, investigations, experiments, demonstrations, surveys, and studies relating to the causes, effects (including health and welfare), extent, reductions and elimination of air pollution in any of the following high priority subject areas:

IAQ Tools for Schools - This is for direct implementation projects or technical assistance support to assist schools or school districts in implementation of the Tools for Schools Program. The major goal of this work is to reduce school occupants' exposure to indoor air pollution. Implementation includes identifying an indoor air coordinator or team for a school or school district, completing an IAQ walk through, distributing and collecting checklists and developing an IAQ management plan. A more detailed description of the components of a Tools for Schools Program can be found at www.epa.gov/iaq/schools/roadmap.html .

Asthma - This is for asthma education and outreach projects that address environmental triggers for asthma and/or the building of community capacity to further outreach and education of asthma services (i.e., the establishment community based coalitions, advisory boards etc.). Projects can be for in-home or school based education, outreach efforts, or other activities that promote asthma awareness and education. Emphasis should be placed upon groups that are disproportionately affected by asthma, including children, Native Americans and populations that lack access to routine medical care. More information on asthma triggers and a sample in-home asthma checklist can be found at www.epa.gov/asthma/ .

ETS - This is for education and outreach projects on ETS and how it impacts children, and can

include EPA's Smoke-Free Pledge Program. Emphasis is on the reduction of the number of children that are exposed to indoor ETS on a regular basis.

Funding Levels to be Awarded

EPA Region 8 plans to award a varied number of grants for the following types of projects and funding ranges:

Tools for Schools: Approximately \$100,000 is available for award. Individual grants can range up to but not exceed \$5,000 for direct implementation (an example being a school district implementing Tools for Schools), or up to \$70,000 for technical support of Tools for Schools implementation over large state-wide or multi-state areas.

Asthma: Approximately \$60,000 is available for award. Individual grants can range from \$5,000 to \$20,000.

ETS: Approximately \$10,000 is available for awarding. Individual grants can range from \$5,000 to \$10,000.

Eligible Applicants

Applicants eligible to submit proposals under this announcement include: individual school districts or groups of districts; community based organizations or coalitions, voluntary organizations and other non-profit organizations; colleges, universities, or other institutions of higher education; State, tribal, county, city or local health departments.

The EPA will consider only one proposal per applicant for a given high priority area. Applicants may submit more than one proposal for separate and distinct projects or activities. Proposed activities or projects must take place within and primarily benefit residents of Region 8 (Colorado, Utah, North Dakota, South Dakota, Wyoming and Montana). Applicants who have an existing agreement under this program are eligible to compete with proposals for new awards.

Federal Requirements

An applicant whose initial proposal is selected for Federal funding must complete additional forms prior to award (see 40 CFR 30.12 and 31.10). In addition, successful applicants will be required to certify that they have not been debarred or suspended from participation in Federal assistance awards in accordance with 40 CFR Part 32.

Matching/Cost Share Requirements

There are no cost share requirements for these proposals.

Contact for Application Package Materials

Applicants must complete EPA Form SF-424, Application for Federal Assistance as part of their proposal. This form may be obtained from the website www.epa.gov/ogd or by contacting Ron Schiller at the address previously given under the section on Proposal Contact Information and Due Dates.

Proposal Format and Content Requirements

Proposal applications should be limited to five pages (not including Standard Form SF 424, and SF 424A). Page size should be 8 ½ x 11" with font size of 12 points or larger. Full application packages should not be submitted at this time. The following format should be used for all proposals submitted:

- * Completed page 1 of Standard Form SF 424, Application for Federal Assistance.
- * Completed page 2 of Standard Form SF 424A, Budget Information - Section B (See Allowable Costs)
- * Statement regarding whether this proposal is a continuation of a previously funded project (if so, please provide the assistance number and status of the current grant/cooperative agreement).
- * Detailed itemization of the amounts budgeted by individual Object Class Categories (See Allowable Costs).
- * Brief narrative of project purpose and results to be achieved by project.
- * Brief description of the applicant organization, experience in indoor air quality work, experience related to the area of interest (schools, asthma and/or ETS) and the organization's infrastructure as it relates to its ability to implement the proposed project.
- * Brief description of staffing and funding resources available to implement the proposed project, including the number of workers and staff qualifications (no resumes are required).
- * Proposed Workplan and Milestone chart, including expected accomplishments and projected dates of accomplishments.
- * Description of how the proposed project meets the evaluation criteria specified in this announcement.

In addition, the following specific information must be provided depending on the type of proposal submitted under high priority areas for consideration:

IAQ Tools for Schools - The number of schools that will be targeted for implementation of the program and commitments in place for successful implementation. Also, for proposals submitted by school districts, a letter from the School District Superintendent stating their support for this activity must be included.

Asthma - The number of in-home visits planned, the number of asthmatic children attending asthma awareness class, or the estimated number of asthmatic children expected to benefit. More information on asthma, asthma triggers and a model in-home asthma checklist can be found at www.epa.gov/asthma/.

ETS - The number of parents or care givers that will be given information and/or the number of households that will pledge to be smoke-free.

Submission Due Date

The EPA will consider all initial proposal applications which are received, hand delivered, postmarked or electronically delivered to the Region 8 Office, on or before 5 PM Mountain Time, June 4th, 2004. Initial Proposals received or postmarked after the due date will not be considered for funding. All proposals should be sent to Ron Schiller at the address given under the previous section on Proposal Contact Information and Due Dates.

Intergovernmental Review

Applicants must comply with the Intergovernmental Review Process and/or the consultation provisions of Section 204, Demonstration Cities and Metropolitan Development Act, if applicable, which are contained in 40 CFR part 29 (information on this and all other references to 40 CFR in this announcement are available at www.access.gpo.gov/nara/cfr/index.html). Further information regarding this requirement and whether it is applicable to a proposal will be provided if your proposal is selected for funding.

Allowable Costs

EPA grant funds may only be used for the purposes set forth in the grant agreement, and must be consistent with the statutory authority for the award. Grant funds may not be used for matching funds for other Federal grants, lobbying, or intervention in Federal regulatory or adjudicatory proceedings. In addition, Federal funds may not be used to sue the Federal government or any other government entity. All costs identified in the budget must conform to applicable Federal Cost Principles contained in OMB Circular A-87; A-122; and A-21, as appropriate. Ineligible costs will be reduced from final grant awards. The referenced OMB Circulars, which will help applicants determine which costs are allowed in a budget, are available at www.whitehouse.gov/omb/circulars/index/html or by calling Ron Schiller at (303) 312-6017.

Initial Proposal Eligibility Criteria

To be eligible for funding, applicants must address or meet all of the following criteria. Failure to address or meet these criteria will result in the proposal being disqualified for funding consideration:

1. The applicant must be eligible to receive funding under this announcement.
2. The proposal must address one or more of the high priority areas for consideration.
3. The proposal must meet all format and content requirements contained in this notice.
4. The proposal must comply with the directions for submittal contained in this notice.

EPA Initial Proposal Preliminary Evaluation Criteria

All proposals will be evaluated based on the following criteria and weights:

1. The project has goals and objectives which are clearly stated and feasible (20 points)

2. The proposal furthers the goal of the Federal environmental statute referenced previously, to prevent, reduce and eliminate pollution and its effects (10 points)
3. Outcomes of the proposal are specific and measurable (20 points).
4. Cost effectiveness of the project (20 points)
5. Benefits of the proposal (30 points)

The final funding decision will be made from the top rated proposals based on the following additional factors:

1. Geographic location and extent of geographic distribution of the proposed activity.
2. Regional priorities, including assistance to groups such as children, Native Americans and disadvantaged populations that are disproportionately affected by asthma, ETS and other problems related to indoor air.
3. Extent that cooperation and collaboration with other key stakeholders is demonstrated.
4. The feasibility of duplicating or continuing an unusually effective or innovative activity that achieves risk reduction among target populations.
5. Applicants previous experience or demonstrated successes in the activity.

EPA Initial Proposal Evaluation Process

All proposals will be reviewed, evaluated and ranked by a selected panel of EPA reviewers based on the above evaluation criteria and factors. Applicants will be screened to ensure that they meet all eligibility criteria and will be disqualified if they do not meet the criteria.

Final Selection

Final selection of successful proposals will be made by the Team Leader of the Region 8 Radiation and Indoor Environments Unit.

After the deadline for proposals has passed, the Region 8 EPA Office will mail acknowledgments to applicants. Once proposals have been reviewed, evaluated and ranked, applicants will be notified regarding the status of their proposal(s). Successful applicants will be required to complete additional application documents, including but not limited to; EPA Form SF-424B (Assurances - Non-Construction Programs, available at www.epa.gov/ogd).

Reporting

Post award grantees will be required to submit quarterly progress reports on their stated activities. Grantees will also be required to submit further documents, including but not necessarily limited to a final Financial Status Report at the end of the grant period, along with a final activity report at the close of the project period.

Dispute Resolution Process

Explanations on the process of disputing grant competition results can be found in 40 CFR 30.63

and 40 CFR 31.70.

Project Period Time Frame

Project period duration should not exceed one year from the onset of grant funding.

Confidential Business Information

Applicants should clearly mark information contained in their proposal considered confidential business information. EPA reserves the right to make final confidentiality decisions in accordance with Agency regulations at 40 CFR Part 2, Subpart B.

For Further Information, Please Contact:

Ron Schiller, Region 8 Indoor Air Coordinator at (800) 227-8917 or (303) 312-6017, fax (303) 312-6044 or email at schiller.ron@epa.gov